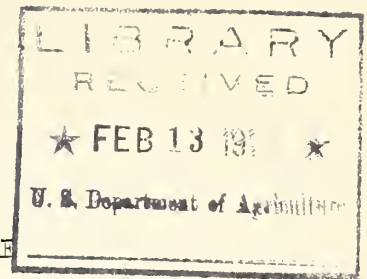


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Bi-1004

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY
Washington, D. C.

January 30, 1929.

MEMORANDUM RELATIVE TO CONTRACTS COVERING SERVICE RENDERED BY
TELEPHONE, ELECTRIC POWER AND LIGHT, WATER, AND GAS COMPANIES

The General Accounting Office is now requiring, in connection with telephone, electric power and light, water, and gas service, that original contracts or agreements or schedule of rates approved by the Public Utilities Commission of a city or State where the service is rendered be filed in that office. Each field employee of the Bureau, whose office is being furnished with any of the service indicated, should, therefore, at as early a date as practicable transmit to this office the original and one additional copy of the contract or agreement, or two copies of the schedule of rates approved by the Public Utilities Commission covering such service.

If the company rendering the service has no regular form of contract or agreement, and there is no schedule of rates in effect, then form 921-Bi of the Bureau can be adapted to cover the case, or a form of agreement stating the kind, period, and rate of service may be drawn up and executed.

A handwritten signature in cursive script, reading "E. J. Cohan". The signature is written in dark ink and is positioned above the typed name.

In Charge of Accounts.

